

NOTICE OF SUBSTANTIVE POLICY STATEMENT

NOTICE OF SUBSTANTIVE POLICY STATEMENT

This policy establishes guidelines for controlling solicitations, circulars, posters or other forms of advertising on Department property. The Director has sole authority to approve or deny requests for solicitations.

Notices of Substantive Policy Statements

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Lieutenant Terry DeBoer

Address: Department of Public Safety
2102 W. Encanto Blvd.
Phoenix, AZ 85009

Telephone: (602) 223-2356

Fax: (602) 223-2917

or,

Address: P.O. Box 6638
Phoenix, AZ 85005-6638

6. Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department of Public Safety's Ombudsman.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Public Competitive Bidding for Goods and Services (Arizona Procurement code, Chapter 23)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: January 1, 1985

3. Summary of the contents of the substantive policy statement:

This policy outlines public competitive bidding requirements for acquisition of goods and services used by the Department.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Ms. Lu Himmelstein

Address: Department of Public Safety, Finance Section
2102 W. Encanto Blvd.
Phoenix, AZ 85009

Telephone: (602) 223-2443

Fax: (602) 223-2347

or,

Address: P.O. Box 6638
Phoenix, AZ 85005-6638

6. Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:

A copy of this policy document may be examined at Department of Public Safety, Finance Section, 2102 W. Encanto Blvd., Phoenix, AZ 85009.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Request for Copy of Public Records as provided in A.R.S. §§ 39-121.01 and 121.03, and authentication of records per A.R.S. § 41-1713(C), from the Department of Public Safety
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue Date: May 1, 2000
3. **Summary of the contents of the substantive policy statement:**
This policy notifies a requestor of the names, forwarding address, and telephone numbers of the Department of Public Safety Custodian of Records, as authorized by A.R.S. §§ 39-121.01, 121-03 and § 41-1713(C).
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Ms. Debbie Turner
Address: Department of Public Safety
Custodian of Records
2102 W. Encanto Blvd.
Phoenix, AZ 85009
Telephone: (602) 223-2193
Fax: (602) 223-2945
or,
Address: P.O. Box 6638
Phoenix, AZ 85005-6638
6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**
A free copy of this policy document may be obtained from the Department of Public Safety, Document Custodian, at 2102 W. Encanto Blvd., Phoenix, AZ 85009.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Tow Truck Unit Policy on conducting Annual Inspections of Tow Trucks
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue Date: May 23, 1997
3. **Summary of the contents of the substantive policy statement:**
Whenever possible, a tow truck inspector shall arrange to meet with small tow truck companies at a convenient location within the district in order to conduct their annual tow truck safety inspections.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Lieutenant Michael L. Lockhart
Address: Department of Public Safety
Special Services Region

Arizona Administrative Register
Notices of Substantive Policy Statements

2102 W. Encanto Blvd.
Phoenix, AZ 85009

Telephone: (602) 223-2880
Fax: (602) 223-2918

or,

Address: P.O. Box 6638
Phoenix, AZ 85005-6638

6. Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department of Public Safety, Tow Truck Unit at 2102 W. Encanto Blvd., Phoenix, AZ 85009.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Department of Public Safety Tow Truck Services Manual

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: January 1998

3. Summary of the contents of the substantive policy statement:

This manual provides guidelines to Highway Patrol district commanders for establishing a tow truck rotation program, a contract towing program, or a combination thereof that best suits the needs of the public. Requires tow trucks and their operators to be in compliance with the "Tow Truck Rules". Describes sanctions for violations of the policy manual. Requires officers to honor a request for the driver or owner of a wrecked or disabled vehicle to call a specific towing service or association, if practical.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Lieutenant Michael L. Lockhart
Address: Department of Public Safety
Special Services Region
2102 W. Encanto Blvd.
Phoenix, AZ 85009

Telephone: (602) 223-2880
Fax: (602) 223-2918

or,

Address: P.O. Box 6638
Phoenix, AZ 85005-6638

6. Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department of Public Safety, Highway Patrol district office at 2102 W. Encanto Blvd., Phoenix, AZ 85009.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

- 1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Department of Public Safety General Order 31.13, Tow Truck Services
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue Date: October 30, 1998
- 3. Summary of the contents of the substantive policy statement:**
This policy provides guidelines to Highway Patrol district commanders on establishing the towing option (contact or rotation) with tow truck companies for removal of wrecked, disabled, or abandoned vehicles from state and federal highways.
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised
- 5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Lieutenant Michael L. Lockhart
Address: Department of Public Safety
Special Services Region
2102 W. Encanto Blvd.
Phoenix, AZ 85009

Telephone: (602) 223-2880
Fax: (602) 223-2918

or,
Address: P.O. Box 6638
Phoenix, AZ 85005-6638
- 6. Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**
A free copy of this policy document may be obtained from the Department of Public Safety, Highway Patrol office at 2102 W. Encanto Blvd., Phoenix, AZ 85009.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

- 1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Department of Public Safety General Order 31.14, Vehicle Removal
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue Date: November 20, 1998
- 3. Summary of the contents of the substantive policy statement:**
This policy provides guidelines to Highway Patrol officers for the removal of vehicles from the public rights-of-way pursuant to Title 28. The policy also allows vehicle owners to request and receive a post-storage hearing within 48 hours.
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised
- 5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Sgt. Robbie Milam
Address: Department of Public Safety

Notices of Substantive Policy Statements

2102 W. Encanto Blvd.
Phoenix, AZ 85009

Telephone: (602) 223-2658

Fax: (602) 223-2919

or,

Address: P.O. Box 6638
Phoenix, AZ 85005-6638

6. Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department of Public Safety, Highway Patrol Bureau at 2102 W. Encanto Blvd., Phoenix, AZ 85009.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Department of Public Safety Sobriety Checkpoint Manual

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: October 1, 1987

3. Summary of the contents of the substantive policy statement:

This policy manual provides guidelines to Highway Patrol commanders, supervisors and officers regarding how to set up and operate sobriety checkpoints. The procedures protect the rights of the motoring public.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Sgt. Robbie Milam

Address: Department of Public Safety
2102 W. Encanto Blvd.
Phoenix, AZ 85009

Telephone: (602) 223-2658

Fax: (602) 223-2919

or,

Address: P.O. Box 6638
Phoenix, AZ 85005-6638

6. Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department of Public Safety, Highway Patrol Bureau at 2102 W. Encanto Blvd., Phoenix, AZ 85009.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

The Department of Public Safety makes a fingerprint determination as to suitability for employment or licensure per Arizona Revised Statutes, Sections 41-1758 through 41-1758.06. Aggrieved persons may appeal this decision in certain instances.

Notices of Substantive Policy Statements

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue Date: July 30, 1999
Effective Date: August 16, 1999
3. **Summary of the contents of the substantive policy statement:**
This policy outlines a person's right to request a good cause exception hearing from the Arizona Board of Fingerprinting.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
New
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Address: Arizona Board of Fingerprinting
Mail Code 2500
P.O. Box 6638
Phoenix, AZ 85005-6638
6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**
A copy of this policy statement may be examined in the Department of Public Safety, AZAFIS Operations Section at 2320 N. 20th Ave., Phoenix, AZ 85005.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Review and Challenge of Arizona Criminal History Record Information
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue Date: July 11, 1994
3. **Summary of the contents of the substantive policy statement:**
This form allows a person with an arrest record to submit a written summary of exceptions to the Department's record. The exceptions become a permanent part of the person's file.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Ms. Janice Draper
Address: Department of Public Safety
Criminal History Records Unit
2102 W. Encanto Blvd.
Phoenix, AZ 85009
Telephone: (602) 223-2674
Fax: (602) 223-2983
or,
Address: P.O. Box 6638
Phoenix, AZ 85005-6638
6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**
A free copy of this policy document may be obtained from the Department of Public Safety, Criminal History Records Unit at 2102 W. Encanto Blvd., Phoenix, AZ 85009.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Request for an Accident Report from the Department Records Unit
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue Date: July 15, 1991
3. **Summary of the contents of the substantive policy statement:**
This form allows an individual to request a copy of a vehicle accident report, and related photographs if available. A fee is charged for the report and photos. Reports are not available for commercial use.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Ms. Mary Baumann
Address: Department of Public Safety, Records Unit
2102 W. Encanto Blvd.
Phoenix, AZ 85009
Telephone: (602) 223-2226
Fax: (602) 223-2983
or,
Address: P.O. Box 6638
Phoenix, AZ 85005-6638
6. **Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**
A free copy of this policy document may be obtained from the Department of Public Safety, Records Unit at 2102 W. Encanto Blvd., Phoenix, AZ 85009.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Denial of Private Investigator's License to an Applicant Convicted of a Felony
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue Date: October 1, 1992
3. **Summary of the contents of the substantive policy statement:**
Based upon an Attorney General's opinion, any applicant convicted of a violent felony shall not be issued a private investigator's license.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised - November 15, 1995
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Lt. Jack Wilson
Address: Department of Public Safety, Licensing, Permits and Handgun
Clearance Section
2102 W. Encanto Blvd.

Notices of Substantive Policy Statements

Phoenix, AZ 85009
Telephone: (602) 223-2685
Fax: (602) 223-2928
or,
Address: P.O. Box 6638
Phoenix, AZ 85005-6638

6. Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department of Public Safety, Licensing Unit at 2102 W. Encanto Blvd., Phoenix, AZ 85009.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Arizona Private Investigator Laws and Administrative Rules Booklet

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: July 15, 1992

3. Summary of the contents of the substantive policy statement:

This booklet contains the text of A.R.S. Title 32, Chapter 24, regarding private investigation services, and the complete text of the Department's administrative rules on private investigators from 13 A.A.C.2.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Lt. Jack Wilson
Address: Department of Public Safety, Licensing, Permits and Handgun
Clearance Section
2102 W. Encanto Blvd.
Phoenix, AZ 85009
Telephone: (602) 223-2685
Fax: (602) 223-2928
or,
Address: P.O. Box 6638
Phoenix, AZ 85005-6638

6. Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department of Public Safety, Licensing Unit at 2102 W. Encanto Blvd., Phoenix, AZ 85009.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

- 1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Denial of Security Guard Registration for Persons Convicted of Certain Crimes
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue Date: July 15, 1993
- 3. Summary of the contents of the substantive policy statement:**
Persons convicted of offenses listed in A.R.S. §§ 13-907(B) and 32-2622 will not receive a security guard registration unless they can prove compliance with A.R.S. § 32-2622. Applicants for security guard registration, whose civil rights have been restored, may be allowed to set aside or expunction if otherwise qualified, but only if there is no other relief granted by statute.
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised
- 5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Lt. Jack Wilson
Address: Department of Public Safety, Licensing, Permits and Handgun
Clearance Section
2102 W. Encanto Blvd.
Phoenix, AZ 85009
Telephone: (602) 223-2685
Fax: (602) 223-2928
or,
Address: P.O. Box 6638
Phoenix, AZ 85005-6638
- 6. Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:**
A free copy of this policy document may be obtained from the Department of Public Safety, Licensing Unit at 2102 W. Encanto Blvd., Phoenix, AZ 85009.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

- 1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Licensure of Security Guard Brokers
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue Date: September 11, 1995
- 3. Summary of the contents of the substantive policy statement:**
Any person or business that provides security personnel, other than for traffic control, must be licensed as a security guard agency or broker. Police officers are exempt from this requirement when working for a licensed security guard agency or broker. This policy is based upon an Attorney General's opinion.
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised
- 5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Lt. Jack Wilson

Notices of Substantive Policy Statements

Address: Department of Public Safety, Licensing, Permits and Handgun
Clearance Section
2102 W. Encanto Blvd.
Phoenix, AZ 85009

Telephone: (602) 223-2685

Fax: (602) 223-2928

or,

Address: P.O. Box 6638
Phoenix, AZ 85005-6638

6. Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department of Public Safety, Licensing Unit at 2102 W. Encanto Blvd., Phoenix, AZ 85009.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF PUBLIC SAFETY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Arizona Security Guard Agency Laws and Security Guard Administrative Rules

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: July 15, 1992

3. Summary of the contents of the substantive policy statement:

This booklet includes the complete text of A.R.S. Title 32, Chapter 26, regarding security guards, as well as the complete text of the Department's administrative rules on security guards from 13.A.A.C.6.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Lt. Jack Wilson

Address: Department of Public Safety, Licensing, Permits and Handgun
Clearance Section
2102 W. Encanto Blvd.
Phoenix, AZ 85009

Telephone: (602) 223-2685

Fax: (602) 223-2928

or,

Address: P.O. Box 6638
Phoenix, AZ 85005-6638

6. Information about where a person may obtain a copy of the substantive policy statement and the cost for obtaining the policy statement:

A free copy of this policy document may be obtained from the Department of Public Safety, Licensing Unit at 2102 W. Encanto Blvd., Phoenix, AZ 85009.